



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

FEB 11 2002

MEMORANDUM FOR SEE DISTRIBUTION LIST

SUBJECT: Review of A-76 Cost Comparisons

To improve the A-76 process and increase senior Air Force leadership involvement and oversight on large, complex A-76 cost comparisons, Air Staff/Secretariat organizations, primarily AF/XPMS and SAF/AQCK, will be involved in reviewing all A-76 cost comparisons affecting 300 or more Full Time Equivalent (FTE) positions. The attached list identifies the scope of reviews anticipated, including the timing, the duration, the location and the Air Staff organizations involved in the review (Atch 2).

This policy is effective immediately for all studies with 300 or more positions that have not reached a final cost comparison decision as of this date. An interim change, Contract Policy Memo 01-C-07, to the Air Force Federal Acquisition Regulation Supplement (AFFARS) has already been issued regarding SAF/AQ involvement in acquisition planning and source selection for A-76 cost comparisons affecting 300 or more positions. An interim change to the Air Force Instruction 38-203, Commercial Activities Program, will be released in the near future regarding the Staff Assistance Visits (SAVs) addressed in this memorandum, as well as other specific implementation of recommendations to the SECAF and CSAF. Please contact Mrs. Kathleen Miller, SAF/AQCK, at DSN 425-7061, e-mail [Kathleen.Miller@pentagon.af.mil](mailto:Kathleen.Miller@pentagon.af.mil); or Maj Mike Williams, AF/XPMS, at 703-253-5702, e-mail [Mike.Williams@pentagon.af.mil](mailto:Mike.Williams@pentagon.af.mil), with any questions on this matter.

JOSEPH H. WEHRLE, JR.  
Lieutenant General, USAF  
DCS/Plans and Programs

DARLEEN A. DRUYUN  
Principal Deputy Assistant Secretary  
(Acquisition and Management)

Attachments:

1. Distribution List
2. Air Staff A-76 Reviews

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ALMAJCOM-FOA-DRU (CONTRACTING)

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Reviews on A-76 Cost Comparisons with 300 or more Full Time Equivalent (FTE) positions:

	<b>Event</b>	<b>Organization</b>	<b>Timing</b>	<b>Duration</b>	<b>Location</b>
1.	Review Draft PRD	XPMS, AQCK	Prior to draft PRD release for industry comment	Minimum two weeks	On-site
2.	Review/Approve Acq Plan, SSP	AQCK, GCQ, XPMS	Normal AFFARS review/approval process, prior to release of RFP	Time allotted in AFFARS	Remote
3.	Review Draft RFP	AQCK, GCQ, XPMS	While RFP is out for comment from industry	Within time allotted for industry comments	Remote
4.	Review MEO MP, TPP, in-house cost estimate	XPMS, as augmentee on IRO Team	Concurrent w/ IRO review; prior to IRO certification	Within time allotted for IRO review/certification	On-site
5.	Review Source Selection Evaluation Team (SSET) documentation	AQCK, GCQ*, w/ Functional augmentation as necessary	Prior to competitive range briefing	5-10 days	On-site
6.	Review SSET documentation**	AQCK, GCQ*	Prior to Clearance	3-5 days	On-site
7.	Review SSET documentation**	AQCK, GCQ*, etc.	Prior to decision brief	3-5 days	On-site
8.	Review SSET documentation of MEO**	XPMS, AQCK, GCQ*	Prior to issuing ENs to MEO	5-7 days	On-site
9.	Review MEO revised MP, etc.	XPMS, as augmentee on IRO Team	Concurrent w/ IRO review/certification	Within time allotted for IRO review/certification	On-site
10.	Review SSET documentation of MEO	XPMS, AQCK, GCQ*	At completion of discussions w/MEO	3-5 days	On-site
11.	Dry-run of cost comparison	XPMS	TBD	1-2 days	On-site
12.	Review of draft appeal decision	XPMS, AQCK, GCQ	Prior to final appeal decision, IAW AFI 38-203	5 days	Remote

\* Depending on potential legal issues, GCQ may only participate from D.C.

\*\* Depending on circumstances, these reviews may not be necessary. Senior Air Force leadership will also have some insight into process at these points from membership on Source Selection Advisory Councils and briefings from SSETs.

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